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Personnel

**AIR UNIVERSITY ADVISORY
COMMITTEES AND BOARDS**

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Certified by: HQ AU/CFA
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This instruction assigns oversight responsibility for actions pertaining to Air University advisory committees. It implements DODI 5105.4_AFI90-1401, *Department of Defense Federal Advisory Committee Management Program*, and applies to all AU centers and schools (including AFIT), 42 ABW, and Headquarters AU; does not apply to AF Reserve or ANG units. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This document (formerly AUI 36-2307, *Air University Board of Visitors Actions*) has been substantially revised and must be completely reviewed. Major changes are included in Responsibilities (paragraph 1) and additional revisions are included throughout the instruction. The number was changed to correctly align the publication with implemented guidance.

1. Definitions. See Attachment 1 for definitions of terms used in this publication.

2. Responsibilities.

2.1. The Office of the Secretary of Defense, Director, Administration and Management (DA&M), is delegated authority (SECDEF letter, dated 22 August 2006) to establish, renew,

and terminate DoD-supported Federal Advisory Committees. Consequently, further delegation is not authorized at AF, AETC, or AU level.

2.2. The Air University Commander and President is authorized to establish, renew, and terminate advisory committees.

2.3. The Chief of AU Advisory Boards (HQ AU/CFAB) is responsible to the Air University Commander and President (AU/CC) through the Vice President for Academic Affairs (AU/CF) for oversight and management of all federal advisory committees (e.g. AU Board of Visitors) and for selected advisory committees (e.g. AU Command Board of Advisors).

2.4. AU Centers, Schools and Organizations are responsible for complying with requirements outlined in this instruction.

3. Management and Support of Advisory Committees.

3.1. HQ AU/CFAB (Chief, AU Advisory Boards):

3.1.1. Serves as the Designated Federal Officer (DFO) for AU and is appointed by the Secretary of the Air Force as the DFO for federal advisory committees (e.g. AU Board of Visitors) subject to the provisions of DODI 5105.4_AFI90-1401, *DoD Federal Advisory Committee Management Program*.

3.1.1.1. Select and obtain training for alternate DFOs, as needed.

3.1.2. Functions as the primary liaison with the Secretary of the Air Force's office for federal advisory committee matters.

3.1.3. Interprets DoD issuances, AF publications, U.S. Code, Federal Register and other sources regarding advisory committees and provides policy and guidance to Air University.

3.1.4. Ensures compliance of all advisory committees with DODI 5105.4_AFI90-1401, *DoD Federal Advisory Committee Management Program*.

3.1.5. Responds, on behalf of AU, to all requests for advisory committee information by the Secretary of the Air Force office (SAF).

3.1.6. Serves as AU's database administrator for the Federal Advisory Committee Act (FACA) database and ensures all data is accurate and up-to-date.

3.1.7. Serves as the security officer and ensures compliance with OSD memorandum, *DOD Policy Changes – Handling National Security Information*.

3.1.8. Coordinates and prepares the annual outbrief to the Secretary of the Air Force and any other related meetings or outbriefs for federal advisory committees.

3.1.9. Manages, coordinates, and executes the activities of other advisory committees determined not applicable to the provisions in DODI 5105.4_AFI90-1401, *DoD Federal Advisory Committee Management Program*, but reports directly to the AU Commander and President (e.g. AU Command Board of Advisors).

3.1.10. Monitors activities of all other advisory committees that meet throughout AU.

3.2. HQ AU/CCP (Director of Protocol):

3.2.1. Assigns an experienced Protocol Officer responsible for, but not limited to, the following tasks to support advisory committee meetings at the AU Commander and President level:

3.2.1.1. Lodging

3.2.1.2. Meals and meeting refreshments

3.2.1.3. Nametags and meeting place cards

3.2.1.4. Welcome letters and baskets/bags

3.2.1.5. AU mementoes

3.2.1.6. Payment of meals and lodging

3.3. HQ AU/PA (Director of Public Affairs): Prepares base newspaper articles related to advisory committee membership, meetings, and other committee-related activities.

3.4. HQ AU/JA (Staff Judge Advocate):

3.4.1. Provides appropriate notices and instructions related to the requirement of each federal advisory committee member to submit OGE Form 450, "Executive Branch Confidential Financial Disclosure Report" (prescribed by 5 CFR, "Administrative Personnel", Part 2634, "Executive Branch Financial Disclosure, Qualified Trusts, and Certificates of Divestiture", Subpart I, "Confidential Financial Disclosure Reports").

3.4.2. Reviews OGE Forms 450 and provides counseling and or interpretation, as necessary, to federal advisory committee members.

3.4.3. Maintains completed OGE Forms 450.

3.4.4. Provides initial and annual ethics training for federal advisory committee members.

3.5. HQ AU/FM (Financial Management): Prepares and presents, when necessary, an annual financial report to the federal advisory committee.

3.6. HQ AU/CCX (Commander's Action Group): Ensures the setup and operation of the audiovisual requirements for the federal advisory committee meetings.

3.7. AU Centers, Schools, and Organizations:

3.7.1. Submit to AU/CFAB proposed meeting agenda topics, information, briefings, and other-related activities for the selected committee meetings (e.g. Board of Visitors and Command Board of Advisors).

3.7.2. Ensure that no advisory committee shall meet or take any official action (to include expenditure of funds) until the committee's charter and membership are reviewed by AU/CFAB. This only applies to advisory committees which include members (or regular attendees) not employed by The Air University or the federal government.

3.7.3. Submit to AU/CFAB any changes to charters and membership of existing advisory committees. This only applies to advisory committees which include members (or regular attendees) not employed by The Air University or the federal government.

DAVID S. FADOK, Lieutenant General, USAF
Commander and President

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

5 CFR, *Administrative Personnel*, Part 2634, *Executive Branch Financial Disclosure, Qualified Trusts, and Certificates of Divestiture*, Subpart I, *Confidential Financial Disclosure Reports*

DODI 5105.4_AFI90-1401, *DoD Federal Advisory Committee Management Program*, 22 July 2010

OSD (DA&M) memorandum, *Department of Defense Federal Advisory Committee Management Program*, 22 August 2006

OSD (DA&M) memorandum, *DOD Policy Changes – Handling National Security Information*, 10 June 2005

FACA Database: <http://www.fido.gov/facadatabase>

AU BOV Website: <http://www.maxwell.af.mil>

Adopted Forms

OGE 450, *Executive Branch Confidential Financial Disclosure Report*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AU—Air University

AU BOV—Air University Board of Visitors

AU CBOA—Air University Command Board of Advisors

DA&M—Director, Administration and Management

DoD—Department of Defense

OGE—Office of Government Ethics

OSD—Office of Secretary of Defense

DFO—Designated Federal Officer

FACA—Federal Advisory Committee Act

SECAF—Secretary of the Air Force

SAF—Secretary of the Air Force

Terms

Federal Advisory Committee— A Federal Advisory Committee is defined to mean any committee, subcommittee, board, commission, council, conference, panel, task force, or other similar group which is established to obtain advice or recommendations and where at least one non-federal member participates (e.g. AU Board of Visitors).

Advisory Committee— An advisory committee is defined to mean any committee, subcommittee, board, commission, council, conference, panel, task force, or other similar group which is composed wholly of full-time, or permanent part-time, officers or employees of the Federal Government (e.g. AU Command Board of Advisors).